

4. Report Applications

There are a variety of different uses for MTCS reports. This section highlights some of the important data fields in the report and describes the ways MTCS users can use the data contained in this report

HUD intends users to challenge information contained in MTCS reports because often, upon further investigation, the problems or issues may be different than they appear in MTCS. Use MTCS data and reports as a starting point for discussion, investigation, research, and analysis.

4.1. Key Data Fields

- **Total Units Available** field provides the total available Public Housing units at a PHA. MTCS obtains this data for Public Housing units from HUD's Integrated Business System (IBS). IBS gets this information from a PHA's annual Form HUD-51234 submission to HUD.
- **Total Units Occupied** includes the total number of occupied units at a PHA. MTCS obtains this data for Public Housing units from IBS. IBS gets this information from a PHA's annual Form HUD-51234 submission to HUD. For Section 8, MTCS obtains occupied unit data from HUDCAPS, a HUD Section 8 information system. HUDCAPS obtains Section 8 occupied unit data from a PHA's Year-End Statement. HUD uses this number to calculate a PHA's Public Housing reporting rate.
- **Number of Units Administered** is for Section 8 units only. This field captures the effects of portability on a PHA's unit count. The Number of Units Administered includes portability move-ins and excludes portability move-outs. HUD uses this number to calculate a PHA's Section 8 Certificate and Voucher reporting rate.
- **On Hand Current** and **On Hand Percent** indicate the total number and percentage of records in MTCS with an effective date of action within the last 15 months. The On Hand Percent field indicates the PHA's "reporting rate". The On Hand Percent calculation is equal to "On Hand Current" divided by the "Total Units Occupied" for Public Housing. For Section 8, the "On Hand Percent" calculation is equal to "On Hand Current" divided by "Number of Units Administered".
- The **Missing** field indicates the difference between the Total Units Occupied (for Public Housing), or Number of Units Administered (for Section 8), and the On Hand Current columns. The field indicates the number of records the PHA needs to transmit to MTCS to reach 100 percent reporting.

4.2. PHA Uses for the Report

- **Monitor reporting rates**

PHAs must report 100 percent of their Form HUD-50058 data for all Public Housing and Section 8 families electronically to MTCS. Under Notice PIH 99-2, HUD requires PHAs to submit a minimum of 85 percent of their Public Housing and Section 8 Certificates and Vouchers records to MTCS or face sanctions. The HA Delinquency Report is one source, the Resident Characteristics Report is another, that PHAs can use to monitor their MTCS reporting rates.

As you can see from the report below, this PHA has a 86 percent reporting rate in Public Housing and a 98 percent reporting rate for its Section 8 Certificate and Vouchers programs. Moderate Rehabilitation programs are not subject to the 85 percent minimum reporting requirement.

| Program Code | HA Code | HA Name | Total Units | | On Hand Current | On Hand Percent | Forms Received | | |
|-------------------------|---------|---------|-------------|----------|-----------------|-----------------|----------------|---------------|---------------|
| | | | Available | Occupied | | | Last Month | Last 3 Months | Last 6 Months |
| Certificate and Voucher | PHA001 | PHA | 2678 | 2545 | 2486 | 97.68 | 348 | 979 | 1607 |
| Mod Rehab | PHA001 | PHA | 124 | 120 | 25 | 20.83 | 2 | 10 | 19 |
| Public Housing | PHA001 | PHA | 2398 | 2055 | 1771 | 86.18 | 214 | 683 | 1127 |

4.3. HUD Uses for the Report

- **Monitor PHA reporting rates**

The HA Delinquency Report provides a list of all PHAs delinquent in the submission of Form HUD-50058 data to MTCS. The report lists which programs the delinquent PHA administers and the number of assisted and occupied units administered for Public Housing programs. For Section 8 programs, the HA Delinquency Report lists the number of occupied units and the number of units administered which captures the effect of portability on a PHA's unit count.

HUD staff can use this report to determine if a PHA complies with MTCS reporting requirements outlined in Notice PIH 99-2. Notice PIH 99-2 requires PHAs to submit a minimum of 85 percent of public and Section 8 Certificate and Vouchers records to MTCS. PHAs should strive to report 100 percent of all families to MTCS. Field Offices and TARC's can access this report to determine the reporting rates of all PHAs in their jurisdiction. The data in the Forms Received fields can also help a Field Office or TARC evaluate a PHA's forbearance request to analyze a brief history of a PHA's reporting to MTCS.